

Chapter 2

Public Library Standards

Public Library Standards are the standards set by the Indiana Library and Historical Board that **public libraries are required to meet to be able to receive any state or federal funds given by the Indiana State Library in the form of grants or monetary awards**. Please note that Indiana State Library expects to revise standards within the next twelve months. This money includes:

- State technology grants
- E-rate funds for Internet connectivity
- Discounts on state-wide services for which the Indiana State Library charges (including InfoExpress)
- Other state funds
- PLAC distribution
- LSTA grants

This is the URL for the rule, as published in the Indiana Register,
<http://www.in.gov/legislative/iac/T05900/A00010.PDF?>

TITLE 590 INDIANA LIBRARY AND HISTORICAL BOARD

ARTICLE 1. GENERAL PROVISIONS

Rule 1. Standards of Eligibility to Receive State Funds

590 IAC 1-1-0.5 Purpose of rule

Authority: IC 4-23-7.1-11

Affected: IC 4-23-7.1

Sec. 0.5. Standards for public libraries are established to encourage local libraries to maintain a minimum level of service and to establish criteria for eligibility to receive state and federal appropriations. (*Indiana Library and Historical Board; 590 IAC 1-1-0.5; filed Mar 17, 1986, 4:00 pm: 9 IR 1966; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA*)

590 IAC 1-1-0.6 Definitions

Authority: IC 4-23-7.1-11

Affected: IC 4-23-7

Sec. 0.6. The following definitions apply throughout this rule:

- (1) "Accredited college or university" means a college or university that qualifies for membership in the North Central Association of Colleges and Secondary Schools or other regional or national associations of similar rank.
- (2) "Administrative experience" means experience attained as a head librarian/director or by having supervision over and responsibility for the work of other persons.
- (3) "Approved library education" means elementary instruction in library science taken, after completion of two (2) years of academic education, in an institution accredited by the American Library Association (ALA) or approved by the Indiana department of education. Similar approved courses in library science taken outside of Indiana may be accepted.

- (4) "By-laws" mean the rules adopted by the library board for the government of its members and the regulation of its affairs.
- (5) "Certification examination" means an exam given by the Indiana state library to librarians for the purpose of obtaining certification levels.
- (6) "Continuing education" means an approach to education that encourages dynamic and continuous learning.
- (7) "Director" means the librarian who is the administrative head of the library and is responsible to the library board for the operation and management of the library.
- (8) "Evening hours" mean the hours the library is open after 5 p.m.
- (9) "Full-time" means that the director is paid for thirty-five (35) to forty (40) hours per week or, if the library is open fewer than thirty-five (35) hours per week, the director is paid for the number of hours that the library is open.
- (10) "Graduate degree" means completion of at least one (1) year of professional study on the graduate level taken in an accredited library school and validated by a diploma such as the Master of Library Science or Master of Information Science.
- (11) "Indiana cooperative library services authority" or "INCOLSA" means a cooperative, statewide structure for information and resource sharing.
- (12) "Library board" means the fiscal and administrative body of a public library.
- (13) "Population served" means residents or real property taxpayers of the library district taxed for the support of the library.
- (14) "Software" means programs that tell the computer what operations to perform.
- (15) "Special services" means library service for special populations such as the blind, deaf, or physically handicapped.

(Indiana State Library and Historical Board; 590 IAC 1-1-0.6; filed Jul 25, 1997, 8:30 a.m.: 20 IR 3367; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA)

590 IAC 1-1-1 Eligibility to receive state funds; determination

Authority: IC 4-23-7-5

Affected: IC 4-23-7.1-11; IC 4-23-7.1-24; IC 36-12-11

Sec. 1. The eligibility of a public library to receive state or federal funds under the provisions of any program for which the Indiana state library is the administrator shall be determined as follows:

- (1) Compliance with any requirements that may be set forth in state legislation providing for such funds.
- (2) Compliance with Indiana law.
- (3) Compliance with the standards promulgated by the Indiana library and historical board.

(Indiana Library and Historical Board; Rule I, A.1; filed Dec 21, 1973, 3:15 p.m.: Rules and Regs. 1974, p. 362; filed Mar 17, 1986, 4:00 p.m.: 9 IR 1966; errata, 9 IR 2063; readopted filed Nov 28, 2001, 3:30 p.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA)

590 IAC 1-1-2 Minimum standards for public libraries; compliance reports (Repealed)

Sec. 2. *(Repealed by Indiana Library and Historical Board; filed Mar 17, 1986, 4:00 pm: 9 IR 1965; errata, 9 IR 2208)*

590 IAC 1-1-2.5 Minimum standards for public libraries

Authority: IC 4-23-7.1-11

Affected: IC 4-23-7; IC 4-23-7.1; IC 6-1.1-18.5; IC 36-12-2; IC 36-12-6; IC 36-12-7-8

Sec. 2.5. (a) The library must operate in compliance with Indiana laws, including the Public Library Law (IC 20-14-2 *[IC 20-14 was repealed by P.L. 1-2005, SECTION 240, effective July 1, 2005. See IC 36-12-2.];* IC 20-14-6 *[IC 20-14 was repealed by P.L. 1-2005, SECTION 240, effective July 1, 2005. See IC 36-12-6.];* IC 20-14-7-6 *[IC 20-14 was repealed by P.L. 1-2005, SECTION 240, effective July 1, 2005. See IC 36-12-7-8.])*, the Indiana Library and Historical Department Law (IC 4-23-7), and other Indiana laws that affect municipal units.

(b) The library board is responsible for hiring a full-time library director with the education and experience required for the size of population served by the library as follows:

(1) Serving a population greater than one hundred fifty thousand (150,000):

(A) graduation from an accredited college or university;

(B) a graduate degree from an ALA accredited library science school; and

(C) six (6) years of library experience, including at least three (3) years of administrative experience after completing the graduate degree.

(2) Serving a population from twenty-five thousand one (25,001) to one hundred fifty thousand (150,000):

(A) graduation from an accredited college or university;

(B) a graduate degree from an ALA accredited library science school; and

(C) three (3) years of library experience after completing the graduate degree.

(3) Serving a population from ten thousand one (10,001) to twenty-five thousand (25,000):

(A) graduation from an accredited college or university; and

(B) a graduate degree from an ALA accredited library science school.

(4) Serving a population from five thousand one (5,001) to ten thousand (10,000):

(A) a bachelor's degree from an accredited college or university; and

(B) at least fifteen (15) semester hours of approved library education, with areas of study to include:

(i) selection and evaluation of media;

(ii) public library administration;

(iii) reference and information sources;

(iv) cataloging and organization of materials; and

(v) children's materials.

(5) Serving a population of five thousand (5,000) or fewer:

(A) two (2) years of academic education in an accredited college or university; and

(B) at least nine (9) additional semester hours of approved library education, with areas of study to include:

(i) selection and evaluation of media;

(ii) public library administration; and

(iii) reference and information sources.

(6) A permanent certificate, previously issued by the Indiana library and historical board, based on experience and education, or certification examination in lieu of approved library education, meets the requirements for this section.

(c) The library board shall:

- (1) classify employees;
- (2) adopt schedules of salaries; and
- (3) prescribe duties of employees;

all with the advice and recommendations of the library director.

(d) All newly constructed and existing library facilities (central buildings and branches) must be in compliance with local, state, and federal building and health and safety codes.

(e) The library shall be a member of the Indiana cooperative library services authority (INCOLSA).

(f) The library shall provide the following minimum services:

- (1) Acquisition, organization, and loan of materials.
- (2) Availability of general collections to the public at all times the library is open.
- (3) A telephone listed in the library's name.
- (4) Interlibrary loan free of charge (other than reimbursement for actual photocopy and postage or freight costs).

(g) The library must comply with federal laws affecting employment practice and facilities management.

(h) The library board shall be governed by written by-laws that outline its purpose and operational procedures.

(i) The library shall have a written long-range plan of service for two (2) to five (5) years, including the following:

- (1) A statement of community needs, goals, and measurable objectives.
- (2) A method for periodic review and evaluation.

(j) The library shall have a written automation plan that conforms with the automation standards in 590 IAC 2 adopted by the Indiana library and historical board.

(k) The library board shall adopt the following:

- (1) A written collection development policy.
- (2) Principles of access to all library materials and services.

(l) The library board and director shall maintain their separate functions as follows:

- (1) The board is responsible for governance.
- (2) The director is responsible for administration.

(m) All library trustees shall follow the principles discussed in current state publications for trustees that are approved by the Indiana state library.

(n) The library shall have written personnel policies and procedures. Written personnel policies and procedures must address at least the following:

(1) Employment practices, such as:

- (A) recruitment;
- (B) selection; and
- (C) appointment.

(2) Personnel actions, such as:

- (A) placement;
- (B) performance evaluations;
- (C) promotions;
- (D) grievances;

- (E) disciplinary actions; and
- (F) personnel records.
- (3) Salary administration.
- (4) Employee benefits.
- (5) Conditions of work.
- (6) Leaves.
- (o) The library shall support continuing education for staff and trustees.
- (p) The library must comply with provisions of the federal Americans with Disabilities Act to make its services available to everyone.
- (q) Hours of service shall be provided to allow the greatest possible access for the community as follows:
 - (1) The library serving a population of fifteen thousand (15,000) or fewer must be open a minimum of twenty (20) hours each week, including at least one (1) evening and some hours on one (1) weekend day.
 - (2) The library serving a population between fifteen thousand (15,000) and thirty thousand (30,000) must be open a minimum of forty-five (45) hours each week, including at least two (2) evenings and at least one (1) weekend day.
 - (3) The library serving a population over thirty thousand (30,000) must be open a minimum of fifty-five (55) hours each week, including at least three (3) evenings and at least one (1) weekend day.
- (r) The library shall provide the following:
 - (1) Reference services.
 - (2) Children's services.
 - (3) Library sponsored programming.
 - (4) Audiovisual services.
 - (5) Special services.
- (s) The library shall inform its public of the services available and encourage use of these services.
- (t) The library shall provide at least a base level of technology consisting of a computer, modem, fax, printer, and software by January 1, 1998.
- (u) The library shall file with the Indiana state library by February 1 of each year an annual report for the preceding calendar year, as of December 31, in the form prescribed by the Indiana state library. Included in the report shall be a statement certifying which standards have been met, including a statement outlining the library's intention and specific measures planned to reach the remaining requirements not met at that time. Any falsification of statements certifying which standards have been met shall result in the library being required to return to the Indiana state library any state or federal funding that was received. (*Indiana Library and Historical Board; 590 IAC 1-1-2.5; filed Mar 17, 1986, 4:00 p.m.: 9 IR 1966; errata, 9 IR 2063; filed Jul 25, 1997, 8:30 a.m.: 20 IR 3367; errata, 21 IR 111; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA*)

Refer to Chapter 7 for the format of the standards in the annual report.

Draft of Proposed Public Library Standards that will likely take effect January 1, 2011.

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590 IAC 1-1-0.6 Definitions

Authority: IC 4-23-7.1-11

Affected: IC 4-23-7

Sec. 0.6. The following definitions apply throughout this rule:

- (1) "By-laws" mean the rules adopted by the library board for the government of its members and the regulation of its affairs.
- (2) "Class A" means libraries serving a population greater than thirty-nine thousand nine hundred ninety-nine (39,999).
- (3) "Class B" means libraries serving a population between 10,000 (ten thousand and thirty-nine thousand nine hundred ninety-nine (39,999)).
- (4) "Class C" means libraries serving a population less than 10,000 (ten thousand).
- (5) "Collection Expenditures" means the items purchased by the library for loan and reference including books, audio visual materials, electronic media devices and databases made available to patrons, with operating funds.
- (6) "Continuing education" means an approach to education that encourages dynamic and continuous learning.
- (7) "Director" means the librarian who is the administrative head of the library and is responsible to the library board for the operation and management of the library.

- (8) "Electronic media devices" mean devices used by the public to directly access information, excluding peripherals and connectivity.
- (9) "Evening hours" is defined as the hours the library is open after 6:00 p.m.
- (10) "Fixed location" means each main location, branch or campus of a library district.
- (11) "Full-time" means that the director is paid for at least thirty-five (35) hours per week or, if the library is open fewer than thirty-five (35) hours per week, the director is paid for the number of hours that the library is open.
- (12) "Library board" means the fiscal and administrative body of a public library.
- (13) "Library sponsored program" means a workshop, program, seminar, or outreach program sponsored by the library, in which the library's staff plays a significant role; including but not limited to technology, informational literacy, early literacy, children's, cultural programming, and other programming offered for the community.
- (14) "Population served" means residents or real property taxpayers of the library district taxed for the support of the library.
- (15) "Public access computer" means each computer connected to the internet available to patrons and each workstation with software available to patrons, e.g. word processing and spreadsheets, or specialized children's programs. Each fixed service location with wireless access to the library's high-speed public internet shall be computed as 10 (ten) public access computers.
- (16) "Special services" means library service for people who are blind, deaf, or physically handicapped.
- (17) "Weekend day" means the library is open four (4) hours per day on Saturday or Sunday.
- (18) "Young adult" means the age group served by the American Library Association's Young Adult Library Services Association.

(Indiana State Library and Historical Board; 590 IAC 1-1-0.6; filed Jul 25, 1997, 8:30 a.m.: 20 IR 3367; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA)

590 IAC 1-1-1 Eligibility to receive state funds; determination

Authority: IC 4-23-7-5

Affected: IC 4-23-7.1-11; IC 4-23-7.1-24; IC 36-12-11

Sec. 1. The eligibility of a public library to receive state or federal funds and services under the provisions of any program for which the Indiana state library is the administrator shall be determined as follows:

- (1) Compliance with any requirements that may be set forth in state legislation providing for such funds.
- (2) Compliance with Indiana law.
- (3) Compliance with the standards promulgated by the Indiana library and historical board.

(Indiana Library and Historical Board; Rule I, A.1; filed Dec 21, 1973, 3:15 p.m.: Rules and Regs. 1974, p. 362; filed Mar 17, 1986, 4:00 p.m.: 9 IR 1966; errata, 9 IR 2063; readopted filed Nov 28, 2001, 3:30 p.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA)

590 IAC 1-1-2.5 Minimum standards for public libraries

Authority: IC 4-23-7.1-11

Affected: IC 4-23-7; IC 4-23-7.1; IC 6-1.1-18.5; IC 36-12-2; IC 36-12-6; IC 36-12-7-8

Sec. 2.5.

(a) The library must operate in compliance with Indiana laws, including the Public Library Law *IC 36-12-2.*; *IC 36-12-6.*; *IC 36-12-7-8.*, the Indiana Library and Historical Department Law (IC 4-23-7), and other Indiana laws that affect municipal units.

(b) The library board is responsible for hiring a full-time library director with the education and experience required by the Librarian Certification Rule (590 IAC 5).

(c) The library board and director shall maintain their separate functions as follows:

- (1) The board is responsible for governance and policy.
- (2) The director is responsible for administration, operation and management of the library.

(d) With the advice and recommendations of the library director, the library board shall:

- (1) Adopt an annual classification of employees;
- (2) adopt schedules of salaries;
- (3) adopt the proposed library budget; and
- (4) adopt library policies.

(e) The library must comply with federal laws affecting employment practice. The library shall have written personnel policies and procedures. Written personnel policies and procedures must address at least the following:

(1) Employment practices, such as:

- (i) recruitment
- (ii) selection
- (iii) appointment

(2) Personnel actions

(3) Salary administration

(4) Employee benefits

(5) Conditions of work

(6) Leaves

(f) The Indiana state library will provide orientation materials to new library board trustees and training materials to all library trustees and directors annually. The library board shall adhere to the principles discussed in approved and current Indiana state library publications for library trustees.

(g) The library shall have written by-laws that outline its purpose and its operational procedures and address conflicts of interest issues and nepotism. The by-laws shall be reviewed at least every three years. A copy of the by-laws shall be submitted to the Indiana state library. All amendments to the by-laws which have been adopted by the board in each year shall be submitted with the library's annual report.

(h) With the advice and recommendation of the library director, the library board shall adopt the following written plans and policies:

(1) Collection development

(2) Principles of access to all library materials and services.

(3) A long-range plan of service for between three (3) to five (5) years. The plan, updates, and revisions must be filed with the Indiana State Library.

At a minimum, the plan shall include the following:

- (i) A statement of community needs and goals.
- (ii) Measurable objectives and service responses to the community needs and goals.
- (iii) An assessment of facilities, services, technology, and operations.
- (iv) An ongoing annual evaluation process
- (v) Financial resources and sustainability.
- (vi) Collaboration with other public libraries.
- (vii) Collaboration with other community partners

(4) A technology plan of service for three (3) years. The plan, updates, and revisions must be filed with the Indiana State Library. At a minimum, the plan shall include the following:

- (i) Goals and realistic strategy for using telecommunications and information technology
- (ii) A professional development strategy
- (iii) An assessment of telecommunication services, hardware, software, and other services needed
- (iv) An equipment replacement schedule
- (v) Financial resources and sustainability
- (vi) An ongoing annual evaluation process
- (vii) An automation plan which conforms to national cataloging standards

(i) All newly constructed and existing library facilities must be in compliance with local, state, and federal building and health and safety codes.

(j) The library must comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone.

(k) The library shall provide the following minimum services:

(1) Acquisition, organization, and loan of print, audiovisual, digital, and other collections.

(2) Availability of general collections to the public during regular library hours of operation.

(3) A library expending at least 7.5% of its operating fund expenditures for library collections shall meet minimum standards for collection expenditures. A library expending the equivalent of 15% of its operating expenditures, (which includes operating, gift and related funds), for library collections shall meet enhanced standards for collection expenditures. A library expending the equivalent of 20% of its operating expenditures, (which includes operating, gift and related funds), for library collections shall meet excellent standards for collection expenditures.

(4) The library will provide the following means of communication with the public:

- (i) A telephone listed in the library's name;

- (ii) An answering machine, voicemail, or other similar technology to provide operating hours of the library;
- (iii) An email address or a means of electronic contact for the library listed on the library's website, and
- (iv) A means to provide copies to the public at each location. A fee may be charged not to exceed the fee established by state law.
- (v) Technology available to transmit documents electronically or through phone lines, ex. fax machine.

(5) A website to include:

- (i) Hours of operation, physical address(es) and map for each fixed service location, phone number and an email address
- (ii) Electronic resources provided free of charge to the citizens of Indiana by the State of Indiana, e.g. INSPIRE;
- (iii) Public service policies regarding circulation policies, fees, internet use, etc. adopted by the library board; and
- (iv) the library's online public access catalog
- (v) a calendar of events and programs which shall be updated at least monthly

(6) Interlibrary loan is free of charge within Indiana (other than reimbursement for actual direct photocopy and postage costs), and each public library shall lend materials through at least one of the following:

- (i) statewide reciprocal borrowing program
- (ii) OCLC Resource Sharing
- (iii) Evergreen Indiana
- (iv) Local reciprocal borrowing with at least one other public library district within your county or an adjacent county.

(7) Participate in the statewide delivery service provided by the Indiana state library with the following frequency from a single fixed location within the library district:

	Minimum/Basic	Exceeding/Enhanced	Exceptional/Exemplary
Class A Library	3 days/week	4 days/week	5 days/week
Class B Library	2 days/week	3 days/week	4 days/week
Class C Library	1 day/week	2 days/week	3 days/week

(8) Adult services

- (i) provide adult services including programs and reference by a qualified individual holding the appropriate librarian certificate.

- (ii) knowledge of and access to reference materials, including INSPIRE;
- (iii) provide a collection of materials for adults
- (iv) Provide space designated in the library for adult services
- (v) Enhanced - designate one or more staff to serve at least part-time as an adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location;
- (vi) Exceptional/Exemplary – designate one full time equivalent staff member designated as an adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.

(9) Young Adult services

- (i) provide young adult services including programs and reference by a qualified individual holding the appropriate librarian certificate.
- (ii) knowledge of and access to reference materials, including INSPIRE;
- (iii) provide a collection of materials for young adults;
- (iv) provide space designated in the library for young adult services
- (v) Enhanced - designate one or more staff to serve at least part-time as a young adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location;
- (vi) Exceptional/Exemplary – designate one full time equivalent staff member designated as a young adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.

(10) Children's services

- (i) provide children's services including programs and reference by a qualified individual holding the appropriate librarian certificate.
- (ii) provide a collection of materials for children, parents, and caregivers in each fixed location,
- (iii) provide space in each fixed location designated in the library for children's services
- (iv) provide an annual summer reading program for a minimum of six weeks at each fixed location

- (v) Enhanced - designate one or more staff to serve at least part-time as a children's services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location;
- (vi) Exceptional/Exemplary – designate one full time equivalent staff member designated as a children's services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.

(11) Library sponsored programming shall be provided with the following minimum frequency within each library district:

	Minimum/Basic	Exceeding/Enhanced	Exceptional/Exemplary
All Public Libraries	offer 5 library programs for every 1000 people served per year, with a minimum of 12 library programs per year regardless of population served.	at least 10 library programs for every 1000 people served per year, with a minimum of 12 library programs per year regardless of population served.	at least 15 library programs for every 1000 people served per year, with a minimum of 12 library programs per year regardless of population served.

(11) Provide access directly or through the Indiana State Library to large print books, Braille books, audio books, and enhanced media to patrons who are unable to read regular print, because of a visual or a physical disability.

(12) An Integrated Library System with an Online Public Access Catalog available on the library's website.

(13) The library shall provide public access computers

- (i) with a minimum Internet connection speed of 1.5 Mbps per fixed service location
- (ii) to all persons regardless of residency, so long as such use would not violate any laws or other legally binding prohibitions imposed upon the person, including, but not limited to, fines owed to the library or violations of library policies.

(14) The library shall have a base level of technology consisting of at least one staff computer with office software and operating systems, connected to

the internet and a printer. Public access computers shall be connected to the Internet and printers as detailed below:

	Minimum/Basic	Exceeding/Enhanced	Exceptional/Exemplary
Class A and B Public Library	1 Public Access Computer connected to the Internet per 2000 served. Wireless Internet access for patrons in at least one location.	1 Public Access Computer connected to the Internet per 1000 served or a minimum of 2 whichever is greater. Wireless Internet Access in at least one location	1 Public Access Computer connected to the Internet per 500 served or a minimum of 2, whichever is greater. Wireless Internet access in all public locations
Class C Public Library	1 Public Access Computer connected to the Internet per 2000 served or minimum of 2, whichever is greater.	and a scanner for patrons.	and a scanner for patrons.

(15) The library will purge or mark inactive unused library patron cards at least once every three years, deleting those patrons who have not used the card in the last three years and do not owe materials, fines, or fees to the library.

(l) Hours of service shall be provided to allow the greatest possible access for the community as follows for each public library system. Using the definitions provided in section 1-1-0.6, hours open is calculated by taking the total unique hours the district is open for regular public service for the majority of the year. Below are the standards for hours and service days:

	Minimum/Basic	Exceeding/Enhanced	Exceptional/Exemplary
Class A Libraries	55 hours per week including, 6 (six) evening hours, and 1 (one) weekend day	60 hours per week, 8 evening hours, and 1 weekend day or 60 hours per week, 6 evening hours, and 2 weekend days	65 hours per week, 8 evening hours, 2 weekend days or 65 hours per week, 10 evening hours and 1 weekend day

Class B Libraries	40 hours per week including 4 (four) evening hours, and 1 (one) weekend day	50 hours per week, 4 evening hours, and 1 weekend day	55 hours per week, 6 evening hours, 2 weekend days or 55 hours per week, 8 evening hours and 1 weekend day
Class C Libraries	24 hours per week including 2 (two) evening hours and 1 (one) weekend day	35 hours per week including 2 evening hours, and 1 weekend day	40 hours per week including 4 evening hours, and 2 weekend days or 40 hours per week, 6 evening hours and 1 weekend day

(m) The library shall provide support for continuing education for staff and trustees.

(n) The library shall file with the Indiana state library by February 1 of each year an annual report for the preceding calendar year, in the form prescribed by the Indiana state library. Any falsification of statements certifying which standards have been met shall result in the library being required to return to the Indiana state library any state or federal funding that was received. The report shall include a statement certifying which standards have been met, including a statement outlining the library's intention and specific measures planned to reach the remaining requirements not met at that time.

(o) The Indiana Library and Historical Board may provide a temporary waiver, not to exceed one year, for a public library to be exempt from one or multiple public library standards if:

- (i) the public library is deemed to be out of compliance with one or more standards; and
- (ii) the public library submits an appeal to the Indiana state library seeking a waiver and stipulating the reason(s) for a temporary or one year waiver to be granted; and
- (iii) the request for a waiver illustrates an unusual or unforeseen circumstance beyond the library's control.

(Indiana Library and Historical Board; 590 IAC 1-1-2.5; filed Mar 17, 1986, 4:00 p.m.: 9 IR 1966; errata, 9 IR 2063; filed Jul 25, 1997, 8:30 a.m.: 20 IR 3367; errata, 21 IR 111; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA)

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